

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

April 9 - City Council Meeting Agendas

Looking Ahead

Monday, April 1: 2019 Dog Tags available; filing deadline for Real Estate Tax Relief

Tuesday, April 2: Planning Commission Work Session

Thursday, April 4: Board of Architectural Review, Old Town Advancement Commission meetings

Friday, April 5: 1st half of semi-annual vehicular personal property taxes due

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [Rouss Review](#) podcast



Installation of new safety bollards at the Loudoun Street Mall entrances began this week. The system is expected to be fully operational by The Bloom (weather permitting).

City Manager's Takeaways

Presented revised FY20 Budget Options for Council's consideration during the March 26 Work Session. The FY20 City Manager's Proposed Budget will be presented to Council during the April 23 Work Session.

Continued research on cigarette tax options as requested by Councilors. Updated information will be presented at an upcoming Work Session.



Public Safety

Winchester Police

- Taught at General Instructor School and gave Crisis Intervention Team presentation at Shenandoah University.
- Conducted tow company inspections.
- Attended Suicide Prevention and SWAT trainings.
- Attended various event planning meetings and met with the Virginia Defense Force regarding Apple Blossom.
- Continued preparation for the Junior Academy and Kids & Cops.
- Proposed one new policy and finalized two.
- Fulfilled six body-worn camera information requests.
- Held the spring 2019 session of Teen Citizen Academy.
- Violent crimes:
 - Crimes against persons (felony) - 5
 - Crimes against persons (misdemeanor) - 17
- Property crimes:
 - Residential Burglaries - 1
 - Commercial Burglaries - 0
 - Other - 27

Winchester Fire and Rescue

- Four employees advanced from Firefighter/EMT I to Firefighter/EMT II.
- Completed Medication Assisted Induction Training and Surgical Cric training for our paramedics.
- Met with the City engineer and Rappahannock Electric regarding the Burn Building project.
- Completed extrication training, vertical rescue training, and a 9-step decon training refresher.
- Planned for Handley EMT program which will be completed jointly with Lord Fairfax EMS Council.
- Finalized the plans for the next local paramedic program.
- Prepared for two new recruits to start on Monday, April 1, 2019.
- Instructed the Fire Investigator 1033 course at the Virginia Fire Marshal Academy - approximately 24 students from across the Commonwealth attended.
- Began scanning and documentation of existing fire protection system plans to reduce the amount of physical storage space required in anticipation of relocation to Creamery Building.
- Met with developer to discuss fire department access in the area of Crossover Boulevard.

Police Activity	#
Calls for Service	718
Crash Reports	9
DUI/DWI	1
Alarms/False Alarms	14/14
Directed Patrols	60
Directed Patrols (OTW)	6
Extra Patrols	106
Extra Patrols (OTW)	2
Traffic Citations	23
Traffic Warnings	42
Special Events Permits Received/Approved	8/3 35 rec'd YTD

Fire Activity	#
Fire	3
Overpressure	0
EMS/Rescue	95
Hazardous Cond.	0
Service Call	3
Mutual Aid Given	5
Good Intent	6
False Alarms	2
Special Incident	1
Plan Review	1
Inspections	3
Reinspections	5

Emergency Management

- Continued to work on firmware upgrade for radio system.
- Prepared for Community Emergency Response Team meeting next week.
- Reviewed HOG Rally plans.

Development Services

Economic Redevelopment

- Attended the Shenandoah University Business Symposium.
- Met with prospective businesses interested in locating in Winchester.
- Worked on compiling information pertaining to Request for Proposals for prospective businesses performing site location searches.
- Continued working with the development partners associated with the Kent/Piccadilly and Towers sites.

Winchester/Frederick County Tourism

- Met with iHeart Media to review digital campaign results and lay out the Tourism spring strategy.
- Co-hosted Tourism Tuesday; focus was general upcoming events (no special guest).
- Met with several local stakeholders regarding developing a possible bridal expo for 2020. Would be stakeholder developed and led but supported by the tourism office.
- Continued an agritourism development discussion with the County Economic Development Authority, looking at how to better support and market the area's agritourism businesses.
- Participated in call with HOG Rally organizers regarding an update on the Rally and the planned Butler map development that will feature a number of rides originating in Winchester/Frederick County.
- Met with the Virginia Center for the Literary Arts to discuss plans for an upcoming literary festival this summer.
- Completed final proofing for the 2019 Visitor Guide.

Old Town Winchester (OTW)

- Worked on monthly stakeholder newsletter.
- Worked with event organizers on their permit information.
- Met with Harley Davidson Rally organizer to discuss event. Finalized historic OTW scavenger hunt and updated apple hunt.
- Attended and presented at the National Main Street conference.
- Worked on vendor recruitment and promotion for the Old Town Winchester Farmers Market.

Planning

- Staffed the March 26th Council regular meeting where **CUP-18-815**, a request for waivers of development standards to allow a 122,000 sq. ft. addition to the existing Health Service District complex at 333 W Cork Street, was approved. The approval included twelve detailed conditions primarily aimed to address potential negative impacts on the surrounding neighborhood. On a separate matter, Council approved **RZ-18-923** a rezoning request for PUD overlay zoning to add 20 additional units to the Treetops Apartment complex.
- Staffed the March 26th Council Work Session which included review of **CUP-19-49**, a request to convert the upper level of a commercial building on Berryville Avenue into a dwelling unit. The request was forwarded to the April 9th Council regular meeting recommending approval. A right-of-way vacation request of the City for the portion of Summit Ave adjoining the east side of the Public Works Yard was also reviewed and forwarded for 1st Reading on April 9th. A request to name the drive leading into Bridgeforth Stadium in Jim Barnett Park as 'Spottswood Poles Drive' was also forwarded with a favorable recommendation for approval at the April 9th Council meeting.
- Hosted the March 28th Annual Meeting of the Winchester-Frederick County Historical Society in the Rouss City Hall Council Chambers. Mayor Smith offered welcoming remarks and Planning Director Youmans served as the featured speaker. Mr. Youmans provided an overview of Winchester's historical figures.
- Prepared and electronically distributed the agenda packet for the April 2nd Planning Commission work session and the April 16th regular Council meeting. Items include a public hearing on a CUP for ground-floor residential conversion at the rear of 117 S. Loudoun St and a Zoning Text Amendment pertaining to uses in the M-1 and M-2 zoning districts.
- Conducted a new Planning Commissioner Orientation session for newly appointed member David Ray on March 29th.
- Six Board of Architectural Review members and three City staff attended free Certified Local Government (CLG) training on March 29th in Leesburg.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 218 building permit inspections and issued 53 building/trades permits (\$655,174 valuation)
 - Notable permit: 152 Linden Drive - electrical work - \$322,000 valuation
 - 112 code enforcement inspections and initiated 54 new cases
 - 6 new business reviews (3 Certificates of Business, 3 Certificates of Home Business)
- Conducted orientation session for incoming Planning Commissioner, David Ray.

Permit #	Type	Address	Description	Value
19 00000625	MECH	117 W BOSCAWEN ST	REPLACEMENT BOILER	\$25,000
19 00000402	SIGN	2700 VALLEY AVE	BLDG MOUNTED SIGN	\$2,500

Permit #	Type	Address	Description	Value
19 10000037	PSOV	33 35 E BOSCAWEN ST	OUTSIDE VENDER	\$25
19 00000930	NGAS	502 GRAY AVE	REPLACE WATER HEATER	\$0
19 00000954	PLBG	2229 VALLEY AVE	EXPANSION TANK	\$200
19 00000955	PLBG	321 WEEMS LN	EXPANSION TANK	\$200
19 00000953	PLBG	2227 VALLEY AVE	EXPANSION TANK	\$200
19 00000866	PLBG	114 S EUCLID AVE	REPLACE SEWER SERVICE	\$9,000
19 00000583	ELEC	253 PARKWAY ST	REMODEL	\$4,500
19 00000943	PLBG	137 GARDEN CT	EXPANSION TANK	\$200
18 00000433	NRRM	122 E CORK ST BLDG	ROW HOUSE RENOVATION	\$50,000
19 00000946	PLBG	2920 PACKER ST	EXPANSION TANK	\$200
19 00000936	PLBG	1106 1108 ALLEN DR	EXPANSION TANK	\$400
19 00000871	MECH	631 WATSON AVE	DUCT WORK	\$450
18 00000432	NRRM	120 E CORK ST	ROW HOUSE RENOVATION	\$55,000
19 00000941	PLBG	304 W CEDARMEADE AVE	EXPANSION TANK	\$200
19 00000951	PLBG	2225 VALLEY AVE	EXPANSION TANK	\$600
19 00000931	NR	1124 BERRYVILLE AVE	NEW SINGLE PLY MEMBRANE ROOF	\$15,150
19 00000871	PLBG	631 WATSON AVE	REPLACE FIXTURES	\$1,000
19 00000940	PLBG	310 BEECHCROFT RD	EXPANSION TANK	\$200
19 00000600	ELEC	1849 S PLEASANT VALLEY RD	REMODEL	\$4,500
19 00000949	PLBG	241 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00000025	ELEC	2190 S PLEASANT VALLEY RD	REMODEL	\$19,000
19 00000737	SIGN	1169 BERRYVILLE AVE	BUILDING MOUNTED SIGN	\$3,000
19 00000871	RREM	631 WATSON AVE	INTERIOR REMODEL	\$20,000
19 00000869	ELEC	307 1/2 E PICCADILLY ST	REPLACE SERVICE CABLE	\$0
19 00000607	ELEC	2920 SECOND ST	SOLAR PANELS	\$9,720
19 00000948	PLBG	237 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00000944	PLBG	621 HOLLINGSWORTH DR	EXPANSION TANK	\$200
19 00000868	ELEC	717 S CAMERON ST	CONDUIT FOR 719 S CAMERON	\$875
19 00000942	PLBG	432 CORNWALLIS CT	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00000935	PLBG	401 BEEHCROFT RD	EXPANSION TANK	\$154
18 00001667	ELEC	152 LINDEN DR	NEW BLDG	\$322,000
19 00000947	PLBG	345 SHAWNEE AVE	EXPANSION TANK	\$200
19 00000938	PLBG	504 ALLSTON CIR	EXPANSION TANK	\$200
19 00000937	PLBG	145 ALLISON AVE	EXPANSION TANK	\$200
19 00000956	PLBG	137 WOOD AVE	EXPANSION TANK	\$200
19 00000952	PLBG	2225 1/2 VALLEY AVE	EXPANSION TANK	\$200
18 00000437	NRRM	135 S KENT ST APT 202	APARTMENT 202	\$55,000
19 00000945	PLBG	1320 MASTERS LN	EXPANSION TANK	\$400
19 00000939	PLBG	506 ARMOUR DALE	EXPANSION TANK	\$200
19 00000957	PLBG	519 YORKTOWNE PL	EXPANSION TANK	\$200
19 00000950	PLBG	337 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00000961	MECH	2513 STONERIDGE RD	REPLACEMENT AIR COND/ FURNACE	\$18,000
19 00000669	AMUS	2400 VALLEY AVE	AB FEST CARNIVAL RIDES	\$2,500
19 00000961	NGAS	2513 STONERIDGE RD	REPLACEMENT FURNACE OUTLET	\$9,000
19 00000964	NGAS	1390 MAGRUDER CT	REPLACEMENT FURNACES	\$100
19 00000968	NGAS	525 AMHERST ST	REPLACE GAS FURNACE	\$0
19 00000930	PLBG	502 GRAY AVE	REPLACE WATER HEATER	\$1,100
19 00000008	PLBG	21 25 S KENT ST	REPLACEMENT FIXTURES	\$0
17 00000808	PLBG	438 W LEICESTER ST	NEW FIXTURES	\$5,000
19 00000971	NGAS	2708 SARATOGA DR	REPLACEMENT FURNACE	\$200
19 00000728	PLBG	329 W CEDARMEADE AVE	EXPANSION TANK	\$200
19 00000971	MECH	2708 SARATOGA DR	REPLACEMENT AIR COND/ FURNACE	\$17,000
Total: 54				\$655,174

Public Services

- Installation of the automated safety bollards on the south end of the Pedestrian Mall at Cork Street is nearing completion. Work will begin next week on the north end at Piccadilly Street. Work will take two weeks, weather permitting. Crews expect to have the bollards fully operational before Apple Blossom.
- The City's contractor started on the sidewalk repairs this week by grinding down the concrete where possible to eliminate trip hazards. City crews will follow this contractor and will install painted asphalt on sidewalk sections that are broken up or where grinding the concrete is not possible. All existing sidewalks in the City that are not being replaced in the next three years will be repaired using these methods during the next 18 months to make the sidewalks passable. [More Info](#)
- Opened bids for the project that will replace the three-million gallon water storage tank on Strothers Lane behind National Fruit; five bids were received.
- Replaced all the light bulbs in the streetlights on the Pedestrian Mall with new LED fixtures.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	475	3,966
Water service lines replaced (number)	0	334
Water meters replaced (number)	9	893
Sanitary sewer mains replaced/lined (linear feet)	0	164
Sanitary sewer laterals replaced (number)	1	68
Sanitary manholes replaced (number)	1	11
Sidewalks replaced (linear feet)	12	5,314

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	8	68	#
	Mowing	0	0	Acres
	Miles of streets swept	68	321.60	Miles
	Tons of leaves hauled	0	32.80	Tons

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	11	49	#
	Trees trimmed	2	67	#
	Stumps removed	17	88	#
Traffic	Street signs Installed/replaced	6	116	#
	Pavement markings repainted (City)	0	144	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	117.24	1,443.99	Tons
	Recycling collected	61.14	453.09	Tons
	Large item pickups	7	45	#
Transit	Total passengers	2,580	26,008	#
	Revenue miles pick up/drop off	3,903	39,281	Miles
	Revenue hours pick up/drop off	357.50	3,526.37	Hours
Utility billing	Payments processed	1,044	18,989	#
	New bills mailed out	0	15,797	#
	Water services turned off (non-payment)	34	111	#
Water treatment plant	Average daily water demand	5.70	6.18	Million gallons/day
	Peak daily water demand	5.86	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	10.85	10.40	Million gallons/day
	Peak daily flow treated	19.49	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	1	8	#
	Water meters read	1,292	18,294	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	0	22,808	Linear feet
	After-hours call outs	10	85	#
Engineering	Site plans reviewed	1	17	#
	Floodplain permits issued	2	37	#
	Utility as-builts reviewed	0	3	#
	Right-of-way permits issued	10	45	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	52	626	#
	Erosion and sediment notices to comply	0	4	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	26	251	#
	Special events assistance	0	3	#
	Maintenance of pedestrian mall	31	384	Staff hours
Equipment maintenance	Total repairs completed	67	1,003	#
Winchester Parking Authority	Work requests completed	9	94	#
	Special events - assistance provided	0	9	#
	Vandalism or property damage issues	0	4	#
	New monthly rentals	2	77	#
	Monthly rental cancellations	1	25	#
	Hourly parkers (all four garages)	3,347	31,829	#
	Park-Mobile transactions	757	7,150	#

Social Services

- Received 84 Benefit Program applications: 17 SNAP, 45 Medicaid, 1 TANF, 3 VIEW, 1 Child Care, 0 Auxiliary Grant, 2 General Relief, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,389 Medicaid cases
 - 1,632 SNAP cases
 - 69 TANF cases
 - 17 Auxiliary Grant cases
 - 43 individuals receive VIEW services
 - 40 families/98 children receive Child Care Subsidy Assistance (55 families/94 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	157/100
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	2
Children in foster care	58
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	56

Weekly Activity	#
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/1/15
CPS family assessments & investigations of alleged maltreatment	42
Family Service intakes	4
Adult Protective Service referrals	3
Adult services case management load	9
Adult guardianships/cases	2/66
Adult Protective Service investigations/intakes	31/3
Family Services Prevention case management load	6
Uniform Assessment Instrument screenings	0

Parks & Recreation

- Held Park Advisory Board meeting.
- Attended Lord Fairfax Community College Workforce Solutions session.
- Held No School Day childcare program on March 29 with 42 enrolled.
- Approved Summer Activity Guide proof for printing.

Support Services

Innovation & Information Services

- Completed multiple email searches for FOIA requests.
- Participated in conference call with vendor to discuss water treatment plant network expansion project.
- Held site visits to data center handling Water Treatment Plant internet connection and network expansion.
- Installed a temporary internet access point at Parks to allow AARP to assist with tax returns for seniors.
- Configured network access for PCs in Creamery basement.
- Held preliminary discussions with local and state Department of Social Service (DSS) staff regarding potential local DSS transition to City computer network.

Communications

- Distributed the [March 27, 2019 CitE-News issue](#).
- Handled 9 media requests for City information and staff interviews and 5 media requests for WPD.
- Handled or began processing 3 FOIA requests.
- Edited Farmers Market poster for Old Town Winchester.
- Edited and released season 2 episode 2 of publiCITY that details the duties of the Trees division of Public works, proper care of trees, Arbor Day activities, and the Right Tree Right Place program. [Watch](#)
- Wrote, recorded, edited, and released episode 6 of the Rouss Review podcast that covers Winchester Public Schools' Spanish Immersion Pre-K during the main guest segment. [Listen](#)
- Continued working on the design and layout of the 2018 annual report.
- Worked on posters for Easter activities at the Park as well as the April edition of [ActivitE-News](#).
- Adding closed captions to videos on the City's YouTube channel in order to make them Americans with Disabilities Act compliant.
- Called WPD Junior Academy parents to remind them of their child's participation in the program on April 6.
- Designed cover for the Proposed FY2020 Budget document.
- Created video to advertise the services of the Victim Witness program. [Watch](#)
- Working on Manufacturing Week commercial to be aired on Comcast.
- Held [INSIGHT Citizen's Academy](#) at John Handley High School. Topic: Winchester Public Schools.
- Presented overview of draft board member appointment and board management guidelines document to City Council. Council forwarded a resolution endorsing the document to April 9 meeting with favorable recommendation.
- Began editing Council retreat video.

Date	City of Winchester News Releases
3/24	Man arrested for murder - read
3/26	City-wide sidewalk repair program to begin March 27 - read
	Annual hydrant flushing program to begin Monday - read
3/29	Dog tags available April 1 - read
Date	Articles in <i>The Winchester Star</i>
3/23	275th Anniversary: Spirits affected course of city, Washington
	Councilor suggests cooperative business investment program
	Definitely growth potential' - Winchester-Frederick County tourism officials optimistic about area's attractions
3/25	Suspect arrested in shooting that killed city man, injured 2
	Airport hosting 'Wings n Wheels' on June 1

Date	Articles in <i>The Winchester Star</i>
	Winchester Schools shows off its preschool program in presentation
	Out of the Past (photo - WPD)
3/26	Local firm gets \$17.6M Crossover extension contract
	Witness: Suspect opened fire on victim
	Bollards go up at Loudoun Street Mall
	Members updated on strategic goals
3/27	City Council approves senior-living project
	Commentary Open Forum: True heroes
	City School Board approves budget
3/28	Hill: Project shows importance of seniors to city
	Cellphone tower in park gets final OK
	New rape kit evidence submitted to local police
	Letters: More than just a shooting
	Feds funding proven drug treatment programs
3/29	Second offer submitted for former middle school building
	What to make of the city's EDA
	Free kits help detect, deter youth drug use

Date	Segments on WDVM
3/24	Community mourns Winchester man killed at local Elks Club - watch
3/25	Downtown Winchester aims to improve safety along walking mall - watch
3/26	Winchester residents linked to Mexican drug cartel - watch
	Police may have located weapon used in Winchester murder - watch
	Winchester City Council approves senior living center addition - watch
3/27	Winchester City Council lays out goals at yearly retreat - watch
3/28	Project to eliminate Virginia's rape kit backlog - watch